

Cobb County BMX Parents Association By-Laws

Article I- NAME

Section 1.1 The name of this association shall be: Cobb County BMX Association. This association shall be referred to hereinafter in these By-Laws as "CCBMX".

Section 1.2 This association shall be a member of and be sanctioned under the AMERICAN BICYCLE ASSOCIATION (ABA), Phoenix, Arizona.

ARTICLE II- PURPOSE

SECTION 2.1 The purpose of this organization shall be:

- to support and promote the objectives and policies of the ABA at out track(s)
- to promote good sportsmanship among our riders
- to increase the effectiveness and preparedness of out track officials and volunteers through active participation, instruction, and training
- to offer a work program to assist underprivileged youth to earn their race fees and thereby benefit from participation in an organized sport
- to maintain a safe, race environment, equipment, and track at all times
- to teach our riders to "help those less fortunate" by holding an annual "Race For Life" to benefit the Leukemia Foundation, as well as other special event races as voted on by the association, to render aid as needed
- to work to increase our membership and presence in the community and in the state of Georgia at large, and to have good representation from our track at State and National race events
- to encourage healthy competition, and bettering of self esteem in our riders while promoting a sense of pride in our track, our park, and our team members
- to provide wholesome, fun, year-round activities, weather permitting, from January 1 through December 15

ARTICLE III - MEMBERSHIP

SECTION 3.1 Membership Eligibility

Voting membership in CCBMX Association shall be extended to all riders and parents who are in good standing with the purpose and guidelines of the ABA and the CCBMX Association.

SECTION 3.2 Voting Eligibility

Members must have paid dues in the Association by March 15, and must have attended a minimum of 3 meetings during the current year to be considered a member in good standing and to be eligible to vote in an election of officers.

SECTION 3.3 Officer Eligibility

Members must have paid dues in the association by March 15, and must have attended a minimum of 3 meetings during the current year to be considered a member in good standing and to be eligible for becoming an elected officer of the CCBMX Association.

ARTICLE IV - REMOVAL & REINSTATEMENT TO MEMBERSHIP

SECTION 4.1 Removal of Membership

A member may be removed from membership for:

- non-payment of membership dues by designated time, or upon and reasonable notice from the Membership Committee
- advocating dis-unity within the association
- non-compliance of Association By Laws in any instance
- non-compliance of ABA sanctioned rules and guidelines
- All removals from membership must be done in accordance with Robert's Rules of Order, Newly Revised.

SECTION 4.2 Reinstatement to Membership

Reinstatement of a member removed from membership for any cause, other than non-payment of dues, may be reinstated by submitting a written request for reinstatement, which must be approved by 2/3 vote of the Executive Committee, provided back dues are paid in full.

ARTICLE V - OFFICERS AND THEIR ELECTIONS

SECTION 5.1 Officers and Duties

Officers of the CCBMX Association shall be: President and/or Co-President, Vice President and/or Co-Vice President, Secretary and/or Assistant or Co-Secretary, and Treasurer and/or Assistant or Co-Treasurer. There shall be a Track Operator appointed by the President (with advice or strong support from the ABA), which can be the same as the President.

SECTION 5.2 Term of Office

The elected officers of this association shall serve for as long as they are willing to serve, or for as long as the association sees fit to continue to elect them annually.

The Nominating Committee will be elected at the October meeting, for the purpose of presenting the nominees for election at the November meeting each year. Officers will take office as of January 1, and serve until January 1 of the subsequent year, regardless of the installation date, or until an elected successor takes office. All officers will be expected to attend when possible, monthly and special meetings of CCBMX Association.

SECTION 5.3 Duties of Officers

Duties of President shall be:

- to preside at all meetings of this association
- to appoint all committees except the Nominating Committee: appointments of chairmen of standing committees to be approved by Executive Committee
- to be ex-officio member of all committees except the Nominating Committee
- to prepare a program of action after consulting committee chairmen, for presentation to the Membership
- to sign checks, in the inability of the Treasurer to do so
- to represent the organization at all times or to designate someone as representative in their absence
- to serve as delegate when possible to State and National Conventions

- to notify members of all CCBMX Association meetings
- to perform such other duties as may be assigned

Duties of Vice President shall be:

- to perform the duties of the President in their absence
- to oversee assigned committees and chairpersons
- to attend monthly and special meetings and functions of the association when possible
- assist in recruiting volunteers at track events
- to help setup and run the race events as needed
- to inspect the track and equipment frequently to insure a safe track operation at all track events (races or practices)
- to perform such other duties as may be assigned

Duties of Secretary shall be:

- to keep and read the minutes of all meetings of the Executive Board
- to keep and read the minutes of all meetings of the Executive Committee
- to oversee assigned committees and chairpersons
- to keep record of attendance at Board and Committee meetings
- to be custodian of all records and contracts except financial records and make them available to Executive Committee upon request
- to provide President with a copy of minutes of all meetings
- to conduct the correspondence of the Association as approved by the Executive Committee
- to submit list of monthly correspondences to President
- to assist President in recognition and awards programs
- to keep a file of all correspondences and make them available at all times to the Executive Committee
- to perform such other duties as may be assigned

Duties of Treasurer shall be:

- to be custodian of all operating funds of the association
- to collect all funds and deposit all funds in a bank approved by the Executive Committee
- to disburse funds as directed by and to pay bills as approved by the Executive Committee
- to keep an updated membership roster of the CCBMX Association
- to be ex-officio member of the Finance Committee
- to sit on all committees where funds are expended
- to provide monthly written reports of the receipts and disbursements for CCBMX Association activities at the regular and special meetings
- to oversee assigned committees and chairpersons as directed by President
- to submit, upon request, books for an annual audit as of December 31, to the audit committee that has been approved by the Executive Committee
- President and Assistant (or Co) Treasurer shall be authorized to sign checks in the Treasurer's absence
- to submit membership report to President or Executive Committee
- to reconcile bank statements
- to assist President in making reservations for general meetings and other events as needed
- to collect membership dues and general funds at meetings and events

- to assist President in compiling reservation lists (RSVP's) for meetings and events (such as CCBMX Banquet)
- to send notices of NSF check returns, stating the rider(s) may lose their license, and advising of the total amount due from NSF check returned plus the bank fees; send a "Notice of Demand" for payment, giving 10-days to respond
- to perform such other duties as may be assigned

Duties of the Track Operator:

- to officiate as the Head Track Official at all track events
- to appoint an alternate Head Official at events when Operator cannot attend
- to insure the guidelines and rules of the ABA Sanction are followed at all events
- to conduct an annual meeting for the purpose of setting the calendar of race events for the new year
- to oversee committees and chairpersons as assigned
- to be the liaison between the CCBMX track and the ABA Headquarters
- to perform such other duties as appointed

ALL OFFICERS SHALL:

deliver all records, files and properties of the Association, in an organized manner to their prospective successors within one month after retiring from office.

ARTICLE VI - EXECUTIVE COMMITTEE

SECTION 6.1 Executive Committee shall consist of:

- the elected officers
- the track director
- standing committees

SECTION 6.2 The Standing Committee(s) shall consist of:

- MEMBERSHIP: to contact current riders, solicit new riders, notify temp riders of conversion/expiration date
- PUBLICATION: to coordinate a track directory and quarterly newsletter
- CONCESSIONS: to coordinate the running of the stand by recruiting and scheduling volunteers to assist with shopping, stocking, setup, cooking, customer service/sales, cashiers, and cleanup of concession stand at races
- PUBLICITY: to get the newspaper announcements of our National, and Race for Life in the papers prior to our events, and to get local Newspapers and possibly TV-stations to run ads and to cover our special events, and to get facts regarding parades and a booth at the fair, etc. to present to the Executive Committee at our meetings

SECTION 6.3 - Appointing Committee Chairpersons

The new officers of the Association shall meet within one month after the election and recommend committee chairpersons to chair each of the standing committees. These recommendations may be made at the nomination meeting if President chooses

SECTION 6.4 - Duties of The Executive Committee shall be:

- to have jurisdiction over removal and reinstatement of membership
- to approve President's appointments of chairmen of standing committees
- to direct disbursement of funds
- to approve the bank or banks for funds to be deposited
- to meet on call of the President or on written request of 30% of the Board (which consists of the elected officers, the immediate past president, the track director, the membership chairman, and chairmen of all standing committees)
- to transact any necessary business between meetings
- to make recommendations as to policies of the Association
- to fill vacancies that may occur between elections

SECTION 6.5 - Quorum

Five (5) members shall constitute a quorum for all Executive Board meetings.

ARTICLE VII - MEETINGS

SECTION 7.1 - Notification of Meetings

Regular monthly meetings shall be announced by the President of the Association, who will give the date, time and place on the hotline, five (5) days prior to the meeting. It will generally be the first or second week of each month, but may be held at the discretion of the President, at any time during the month, to work with the schedules of all of the officers. Special meetings may be called at any time, with a five (5) day notification. The purpose of the special meeting will be stated in the call, and no other business may be transacted. There shall be no fewer than four (4) quarterly meetings held per year. Robert's Rules of Order, Newly Revised, shall govern this Association in all matters of procedure not covered by these By-Laws.

ARTICLE VIII - THE NOMINATING COMMITTEE AND THEIR ELECTION

SECTION 8.1 - Nominating Procedure

- A nominating committee of three (3) people will be elected at the December meeting. The President cannot be part of this committee.
- The nominating committee shall select one person for each office and get their consent to be nominated for the position. In the event of two tracks under one jurisdiction, the Executive Committee may vote to appoint Co-Officers, to share the responsibilities. Whether the nomination is for one or two people per position will be pre-determined at the October meeting. The nominating committee may elect to nominate the incumbent officers for a consecutive term, if the incumbent officers wish to continue serving.
- The nominations for officers will be read at the January meeting, followed by opening the floor for other nominations. Consent from the floor nominee should be obtained prior to being nominated at this meeting.

SECTION 8.2 - The Election Process

- Election should be held at the January meeting
- Elections shall be voted on by slate of officers as nominated, providing other nominations were not presented from the floor.
- If other nominations were made from the floor for any position(s), these votes will be determined by secret ballot.

ARTICLE IX - DUES

SECTION 9.1 - Annual Dues

Annual Dues of \$5.00 per association member are due on January 1 of each year. All dues must be paid by March 15 of the same year, and the member must be in good standing, to be considered a "voting member" of the association.

- A member in good standing shall be a member who has paid the association dues on time, and has attended a minimum of 3 of the 4 meetings each year.

ARTICLE X - METHOD OF VOTING

SECTION 10.1 - The business of the CCBMX Association shall be determined by voting, except in an emergency situation.

SECTION 10.2 - There shall be no proxy voting.

SECTION 10.3 - Only members in good standing shall be "Voting Members".

SECTION 10.4 - The CCBMX Association shall follow the parliamentary laws of Robert's Rules of Order, Newly Revised.

ARTICLE XI - AMENDMENT TO BY-LAWS

These By-Laws may be amended by a 2/3 vote of members in good standing at any regular meeting of the Cobb County BMX Association, provided that notice of proposed amendments and meeting date have been given at least thirty (30) days prior to said meeting.